IN REPLY
REFER TO

April 25, 2005

MEMORANDUM FOR DOD STANDARDIZATION MANAGEMENT ACTIVITIES

SUBJECT: Policy Memo 05-4, Revised Project Maintenance Module in ASSIST-Online

This updates guidance in Policy Memo 00-2, dated September 15, 2000.
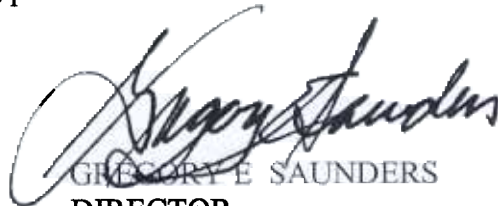
Effective May 1, 2005, a revised Project Maintenance module will be implemented in the ASSIST-Online.

Currently, a Preparing Activity (PA) uses the ASSIST-Online Project Maintenance module to submit an approved project into ASSIST. To use this module, the PA must enter a project number previously obtained from the LSA.

In the revised module, a PA may request a project number when submitting the proposed project to the LSA for approval. The ASSIST-Online will automatically assign and keep track of the project number and will generate an E-mail message to alert the LSA that a project proposal is awaiting LSA action. If the LSA approves the proposal, the project is automatically entered into ASSIST and an E-mail message is sent to notify the submitter. If a proposal is disapproved for insufficient justification, the submitter is notified by E-mail and may use the module to edit the justification and resubmit the project proposal to the LSA.

Preparing Activity personnel with access to the existing Project Maintenance module will automatically be given access to the revised module. PA or LSA personnel who do not have access to the current module, but who will need access to the new module, may request access from the DoDSSP through their respective DepSO.

If you have questions about the how to use the new Project Maintenance module, please contact Mr. Rick Rodemer, (215) 697-5164, or E-mail: Rick.Rodemer@dla.mil. To submit suggested improvements or to report problems, please click on the "ASSIST Feedback" link from within any of the ASSIST applications.

GREGORY E. SAUNDERS
DIRECTOR

Cc: DepSOs